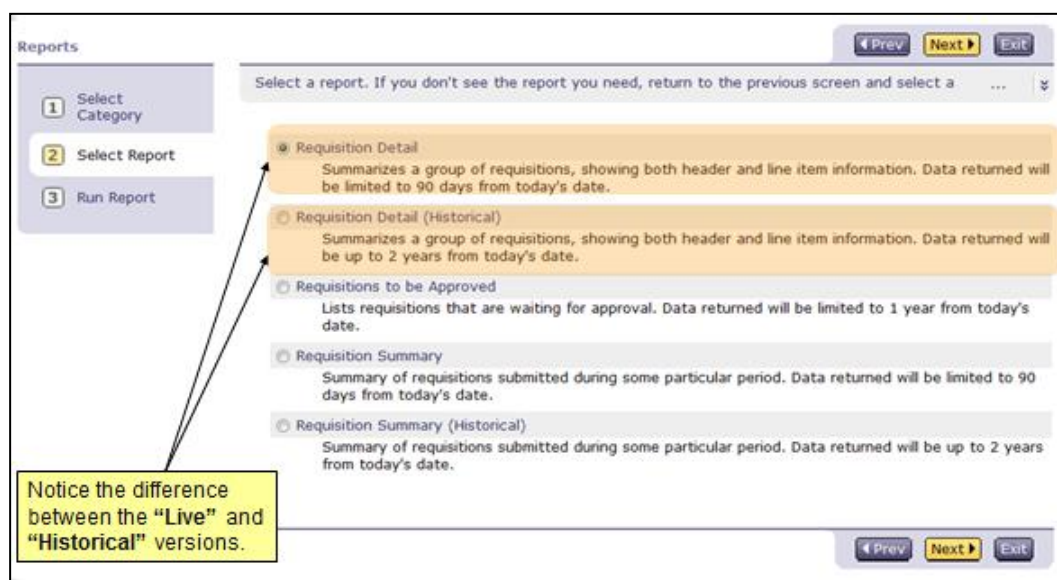




## NC E-Procurement Upgrade Go-Live Postcard #6

### NCAS Agency Edition

**Feature Focus: Standard Reports** The upgraded NC E-Procurement will have some new features designed to improve the performance of running reports. There will be two versions of several common requisition and order reports: a “Live” report version and a “Historical” report version. **Live reports** include data from the live system, limited to the last 90 days. Live reports can show you data from “today”. **Historical reports** do not pull from the live system but provide a snapshot of the data that is updated nightly. Historical Reports show only data from “yesterday” or “last week”. They are currently set to display up to two years of data. Historical report versions will only display transactions from the new system. If you need to run a report on data from the old system, you will need to do so in the old system. For more information about reporting, including a list of reports available by user role, please view the Standard Reports job aid on the [Upgrade Job Aids](#) web page.



**Try the New NC E-Procurement** We heard from several webinar participants that they will feel more confident in their ability to use the new NC E-Procurement after they try it for themselves. The training web site gives all users just that opportunity - to try out the upgraded NC E-Procurement before it goes live in July. It is **available now**, so try it out and see the new features that were covered in training. There are a few guidelines to keep in mind when using this web site:

- The training web site is located at *[removed]*. When you access this site, you will see a message, “There is a problem with this website’s security certificate”. Select the “Continue to this website” option.
- User name is your **current NC E-Procurement user name**, and the password is *[removed]*. Though you will use your current NC E-Procurement user name to log into the training web site, please remember that this user name will not work in the upgraded system when it goes live. You will need to log into the upgraded system using your NCID.
- There is a limit to the number of users who can access the training site at one time. If you receive a message stating that the maximum number of users has been reached, please try again at another time.
- Integration with NCAS is simulated in the training web site, so all accounting combinations will succeed when submitting requisitions.
- This is a training environment, so purchase orders and email notifications will not be delivered.

**Year-End Key Dates** As a reminder, please keep in mind these key fiscal year-end dates related to the upgrade:

- Friday, June 22<sup>nd</sup>, at 5 PM is the deadline for entering **new** requisitions.
- Thursday, June 28<sup>th</sup>, at 5 PM is the deadline for approving requisitions in the existing NC E-Procurement system. Any submitted, but not yet fully approved, requisitions will be withdrawn and the related pre-encumbrance will be removed automatically.
- Tuesday, July 3<sup>rd</sup> or Thursday, July 5<sup>th</sup> are the potential go-live dates for NC E-Procurement upgrade. We are working with the Office of the State Controller to determine the specific date and will communicate that date when it is finalized.

Please see the calendar below for NC E-Procurement key dates during this timeframe:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 2012	17	18	19	20	21	22 5PM: Deadline for entering new requisitions	23
	24	25	26	27	28 5PM: Any submitted, not fully approved, requisitions will be withdrawn and pre-encumbrance removed	29 NC E-Procurement Unavailable	30 NC E-Procurement Unavailable
	<i>Submit and approve requisitions; continue to close out orders</i>						
July 2012	1 NC E-Procurement Unavailable	2 NC E-Procurement Unavailable	3 Potential Go-Live Date #1 (working with OSC to determine date)	4 State Holiday - Closed	5 Potential Go-Live Date #2 (working with OSC to determine date)	6	7

### Follow-Up

We sent this postcard to NC E-Procurement NCAS agency users, Purchasing Directors, and Finance Officers.

Questions about information covered in this Postcard? Send an e-mail to: [ephelpdesk@its.nc.gov](mailto:ephelpdesk@its.nc.gov)